

Procurement Advisory No. 123

Purchase Card Refresher Training Requirements

1. SUMMARY

This Advisory provides guidance for revisions to Departmental Regulation (DR) 5013-6, Use of the Purchase Card and Related Alternative Payment Methods. This Advisory makes refresher training mandatory and required every year for all participants of the USDA Charge Card Program.

2. BACKGROUND

The old policy in DR 5013-6, Section 18 states that;

Refresher training is required every two years for all participants of the USDA Charge Card Program via AgLearn in the form of cardholder and ethics for the purchase card. Non-warranted cardholders are required to take refresher training every year in ethics and cardholder policy. Participants will be notified via email when refresher training is needed.

This Advisory changes the above paragraph. The new policy is now:

Mandatory refresher training is required every year for all participants according to their role in the USDA Charge Card Program. Ethics training must be taken by all participants. The following refresher trainings are located in AgLearn:

- Agency Program Coordinator's Refresher Training
- Approval Officials Refresher Training
- Cardholder Refresher Training
- Ethics Training

3. REFERENCES

Department Regulation (DR) 5013-6, Use of the Purchase Card and Related Alternative Payment Methods.

4. ACTIONS

Effective immediately annual training must be completed.

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